



## OSSE LEA LOOK-FORWARD: November 21, 2013—November 28, 2013

### Key Events, Announcements, Updates and Deadlines

---

#### Enrollment Audit

##### **Reminder: Special Education Child Count**

This is a reminder that all Special Education Child Count Certifications are due to OSSE on Wednesday, November 27. Please refer to the Child Count tab in SLED for instructions on where to submit your data. All LEAs must submit a certification form signed by the Head of LEA along with a PDF of the Child Count roster from SLED.

If an LEA makes an IEP Amendment after November 22, they must alert OSSE via the [OSSE Support Tool](#). In the OSSE Support Tool, select Child Count as the category and IEP Amendments as the sub-category. This is only if event date of IEP Amendment is after November 22.

OSSE is prepared to begin the Special Education Child Count Audit. Please review the upcoming deadlines below:

Deadline	Item(s) Due
<b>November 22, 2013 5:00 pm</b>	Final date to finalize IEPs prior to OSSE verification process
<b>November 27, 2013</b>	LEAs submit the initial certification of their Child Count rosters  LEAs resolve any data discrepancies in SEDS for students enrolled as of 10/7 with IEPs
<b>November 27-December 4, 2013</b>	OSSE team reviews data submitted by LEAs for anomalies
<b>December 4-December 13, 2013</b>	LEAs review, correct, and resubmit their data by 12/13/2013 5pm

If you have any questions or concerns, please contact [Dr. Karmen Rouland](#) or send an email to [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov).

##### **Reminder: Enrollment Audit Resolution Meetings**

FS Taylor and Associates are conducting in person and phone resolution meetings for audit findings from **November 18 - November 27**. OSSE Enrollment Audit Team is requesting LEA Enrollment Audit POC's to ensure information needed is given in a timely manner. As you complete your resolution meetings, please be sure to provide signed documentation to the auditors as soon as possible to close out the headcount resolution process.

##### **Reminder: Special Education Child Count Webinar**

Minor changes have been made to the Special Education Child Count process. These changes were highlighted in a recent training for LEA Special Education Coordinators. If your LEA representative missed this information,



### **Enrollment Audit (Continued)**

he/she can view a [recording](#) of the updated Child Count webinar training given to Special Education Coordinators. If you have any questions or concerns, please contact [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov).

### **Reminder: Enrollment Audit Student Residency Prevention Hotline**

OSSE strongly encourages school-based staff, District residents, and families to report information regarding any non-resident student receiving District-funded public education free of charge. This information can be reported to the Student Residency Fraud Prevention Hotline at **(202) 727-7224**. This is a confidential tip hotline. Caller identification is anonymous. Please post the attached [flier](#) in your school's student registration office. If you have any questions or concerns, or need assistance accessing the Quickbase site, please e-mail [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov).

### **Division of Early Learning**

### **Reminder: SY 14 Statewide Classroom Assessments Scoring System (CLASS) Training**

OSSE is pleased to announce the Statewide Classroom Assessment Scoring System (CLASS) - Pre- Kindergarten training (Pre-K). With the goal of increasing the number of high quality early learning programs that meet the academic and social developmental needs of all Pre-K students in comprehensive and enriching environments, OSSE in partnership with DCPS and PCSB will implement a statewide CLASS evaluation to all Pre-K classrooms starting January 2014.

Please see training dates and registration deadlines below. **Registration is required.**

Registration Deadline	Training Date	Time	Location	Participant Capacity
<b>November 29, 2013</b> <a href="#">Register Now</a>	Wednesday, December 4, 2013	12:00PM- 4:00PM	Charles Sumner School Museum and Archives 1201 17th Street NW, <b>Room 300</b>	100
<b>December 6, 2013</b> <a href="#">Register Now</a>	Tuesday, December 10, 2013	9:30AM- 1:30PM	Dorothy I. Height/ Benning Neighborhood Library 3935 Benning Road, NE	100
<b>December 6, 2013</b> <a href="#">Register Now</a>	Saturday, December 14, 2013	9:00AM- 1:00PM	OSSE 810 First Street NE Washington, DC 20002- <b>Grand Hall</b>	100
<b>No registration deadline, it is first come first serve</b>	ID's will be issued starting December 1, 2013	N/a	<b>Online</b>	1 per site/LEA

For questions, enquiries, or registration information please contact [Mahlet Getachew](#) on **(202)-727-0545**.



### **Division of Early Learning (Continued)**

#### **Reminder: Stepping Stones to Caring For Our Children- 3rd Edition**

This is a checklist that assesses child care programs' compliance with health and safety standards and is intended for use by multiple audiences in assessing whether a child care program complies with national health and safety standards.

Topics include staffing; program activities and healthy development; health promotion and protection; nutrition and food service; facilities, supplies, equipment, and environmental health; play areas, playgrounds, and transportation; infectious disease; policies; and licensing and community action.

The checklist was produced by the American Academy of Pediatrics, the American Public Health Association, and the National Resource Center for Health and Safety in Child Care and Early Education with support from the Health Resources and Services Administration's Maternal and Child Health Bureau.

Download [checklist](#). For additional assistance contact [DC Early Intervention Program Strong Start](#) or call **(202) 727-3665**

#### **Reminder: LearnDC- Creating Opportunities**

Providing safe and healthy environments for young children to grow and learn is a major priority in the District of Columbia. LearnDC offers information about services in DC for young children and their families, and resources for supporting healthy early childhood development.

Everyone involved in the lives of young children in the District of Columbia — parents and families, child care providers, teachers and community members — can use the information and resources available on LearnDC to support the young children they care about in meeting their health, social-emotional and mental needs.

For more information please visit [LearnDC- Early Childhood](#)

#### **Reminder: 2013 Pre-K Report**

The 2013 Pre-K Report highlights pertinent information regarding the status of the District of Columbia pre-k programs. In this report you will find: current capacity of all existing Pre-K programs; the number of children for whom Pre-K is available; the manner in which Head Start Programs are incorporated in the early child care and education delivery system; the adoption of the District of Columbia Common Core Early Learning Standard; the criteria used in evaluating grant applications; the number of grant applications received and awarded; and amount and grant rationale for each grant and progress of each grantee. Please download the [2013 Pre-K Report](#).

#### **Reminder: New Electronic Payment Initiative (ACH)**

OSSE is pleased to announce its new electronic payment initiative for childcare providers! As a result of this initiative, providers will be able to receive their monthly payments by ACH instead of a paper check. Enrollment in the ACH program permits payment via the National Automated Clearinghouse Association (NACHA) network. Completed enrollment forms should be sent directly to: [osse.accountspayable@dc.gov](mailto:osse.accountspayable@dc.gov)

Please download the [ACH Enrollment Packet](#) here

Additional questions should be directed to [Anetria Smart](#) at **(202) 481-3857** or [Mildred Almonte](#) at **(202) 481-3855**, Monday through Friday, between the hours of 8 a.m. and 5 p.m.





### **Division of Early Learning (Continued)**

#### **Reminder: OSSE Approved Trainers**

OSSE approves competent individuals and organizations to train early childhood professionals. Trainers are selected based on their education and experience in the field. Research shows that early childhood professionals with specialized training **AND** higher education/professional credentials are more likely to create quality experiences for young children and their families. All staff in early childhood programs must provide evidence that they are receiving specialized training via continuing education and professional development activities.

Continuing education requirements may vary depending on the type of program (subsidized child care, Head Start, or publicly funded Pre-K.) For more information please contact [Diane Mason](#) at **(202) 727-8118**.

#### **Reminder: Exciting Training Opportunities CPR and First Aid**

**Date:** All through the month of November, 2013 (except on holidays)

**Time:** 9:00am—8:00pm

**Venue:** 5212 Drake Place, SE, DC 20019

**Registration contact:** Joan Irabor, email: [Joan20131@gmail.com](mailto:Joan20131@gmail.com), Telephone number: (202) 340-0980

Training Cost: \$65.00

*Please remember to pre-register for the training!*

For a complete list and information on trainings available at the Division of Early Learning (DEL), Early Learning Institute, download the [Early Learning Professional Development Calendar](#).

### **Division of Elementary & Secondary Education**

#### **New: Fiscal Year 2012 Waiver and School Improvement Grant**

OSSE is requesting a waiver from the United States Department of Education to waive School Improvement Grant (SIG) FY 12 funding used for the purpose of implementing one of four SIG Turnaround models (Turnaround, Transformation, Restart and Closure) in the lowest-achieving schools ("Priority" schools). This request to extend the waiver, submitted pursuant to section 9401(d)(2) of the ESEA, would permit OSSE, in accordance with criteria developed by OSSE, to be thoughtful and strategic regarding the implementation of SIG models in Priority schools approved for SIG funding during SY 14-15.

If you have any questions please contact [LeeTosha Henry](#) or visit the [School Improvement Grant \(SIG\) FY 12 Waiver Request](#) page.

#### **New: SOAR Act Update**

OSSE is anxious to move forward with our SOAR Act Grant for this year and support the advancement of educational outcomes for public charter school students, while also supporting the increase in high-quality seats available to those students in the District. Due to the federal government shutdown, we have been informed that our approval from the US Department of Education will be delayed for at least another two weeks. In the meantime, OSSE has worked to prepare the plans, documents, communications, and other processes to ensure that upon approval we will be prepared to move quickly through the grant competition process. We look forward to reviewing the innovative plans from charter LEAs and third party support organizations upon release of the RFA. Stay tuned for further updates. If you have any questions please contact [Faida Fuller](#).



### **Division of Elementary & Secondary Education (Continued)**

#### **New: Online Professional Development Opportunities for School Staff who Support Students in Transitory Housing (Homeless Students)**

OSSE invites you to participate in the following webinars made available by the National Center for Homeless Education (NCHE):

#### **The Commercial Sexual Exploitation of Children (CSEC): What is It? Who's at Risk?, What Can Schools Do?**

Wednesday, December 4, 2013, from 2:00 pm -3:15 pm: Human Trafficking is occurring every day in the United States where traffickers target vulnerable youth, including runaway and homeless youth, and youth with a history of child welfare involvement, for recruiting into sex and labor trafficking. In this interactive webinar, national experts will provide an overview of the issue of human trafficking, focusing on the commercial sexual exploitation of children (CSEC), how CSEC is beginning to manifest itself in U.S. schools, and how homeless and other vulnerable youth often are targeted for victimization.

#### **Paving the Way to College for Students Experiencing Homelessness:**

Wednesday, December 11, 2013 2:00 pm - 3:30 pm: In this interactive webinar, presenters will review important information about supports available to homeless youth as they seek to attend college. Attendees can hope to gain a better understanding of:

- Fee waiver options for college entrance exam and college application fees
- The FAFSA (Free Application for Federal Student Aid) process for both accompanied and unaccompanied homeless youth
- College Cost Reduction and Access Act provisions pertaining to unaccompanied homeless youth and the FAFSA
- Options for seeking financial assistance beyond federal financial aid
- Options for undocumented youth wishing to attend college

#### **McKinney-Vento 101: Knowing and Applying the Law**

Wednesday, December 11, 2013 2:00 pm - 3:30 pm: NCHE presenters will discuss the educational rights and protections provided to eligible students under the McKinney-Vento Act. Topics covered include:

- Determining eligibility
- Immediate Enrollment
- School Selection
- Transportation
- Unaccompanied Youth
- Coordination with Title IA

Participants will be invited to discuss scenarios to apply the knowledge presented during the webinars.

Register here for the [webinar](#).



### **Division of Elementary & Secondary Education (Continued)**

Who should attend? LEA administrators, social workers, liaisons, counselors and others (homeless families) responsible for coordinating services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically. Feel free to pass along this information to interested colleagues.

#### **Reminder: Distribution of Backpacks, School Supplies and Snacks for Homeless Children**

OSSE in collaboration with the Feed the Child Organization is proud to announce our Annual Backpack Distribution event for homeless students. OSSE will distribute backpacks, school supplies, books, and snacks for homeless students attending DC Public Schools and DC Public Charter Schools. All schools and shelters may participate in this program. Only school and shelter representatives may pick up the supplies. Supplies will be distributed on a first come, first serve basis. The event will take place at 2000 Adams Place, N.E.

- DCPS can pick up supplies on November 21, 2013
- DC Public Charter Schools can pick up materials on November 22, 2013

If your organization would like to participate, contact [Ja'Sent Brown](#) for further details and requirements. Please make sure that you have a vehicle that can accommodate the boxes filled with supplies and that you are able to lift these boxes. *You must have a valid ID to enter the warehouse.* Please feel free to forward this information to other LEAs or shelters.

#### **Reminder: Invitation to Join OSSE Title I Committee of Practitioners**

OSSE is requesting applications from candidates interested in serving on the State Title I Committee of Practitioners. The Elementary and Secondary Education Act of 1965 (ESEA) requires each State Education Agency to maintain such a committee and OSSE is updating the membership of its committee. The **State Title I Committee of Practitioners** serves as an advisory body that will support OSSE in carrying out its responsibilities under Title I of the ESEA for the District of Columbia.

OSSE requests that you consider applying to the State Title I Committee of Practitioners and distribute this application form widely to other potential interested individuals.

Access the [Title I Committee of Practitioners application materials](#) on the OSSE website. Complete applications (2 pages) must be submitted, accompanied by a current résumé electronically to [OSSE.CoP@dc.gov](mailto:OSSE.CoP@dc.gov) (**Attention: Robin Bessler**).

The deadline for the submission of applications is noon on **Monday, November 25, 2013**. The State Superintendent will appoint members to terms of 1, 2, or 3 years each. The first meeting for all individuals selected to serve on the State Title I Committee of Practitioners will be **Thursday, December 5**, from 4:00 – 6:30 P.M. at 810 1<sup>st</sup> Street NE.

If you have additional questions or would like more information, please contact [Robin Bessler](#) or call **(202) 724-5239**. Thank you very much for sharing these documents and encouraging individuals to apply.

#### **Reminder: Resources on School Climate, Bullying Prevention, and School Safety**

The National Parent Teachers Association (PTA) has developed a [toolkit on school safety](#).

The U. S. Department of Education also has several [resources on school safety](#) for parents, teachers, and administrators.





### **Division of Elementary & Secondary Education (Continued)**

The DC Office of Human Rights has a [Youth Bullying Prevention Task Force](#) that is a great resource for parents and educators. OSSE also has a [Bullying Prevention policy](#). In addition, the DC Youth Bullying Prevention Act of 2012 requires each agency, LEA or grantee that provides services to youth to have a bullying prevention policy.

For additional resources please contact [Valida Walker](#) or call (202) 741-6420. You can also contact [Sheryl Hamilton](#) on (202) 741-6404.

#### **Reminder: Complaint Procedures for Elementary and Secondary Education Act Programs and Grants**

OSSE has a formal policy for receiving and addressing state-level complaints related to ESEA programs for sub-recipients of funding made available under the Elementary and Secondary Education Act of 1965, as amended (ESEA). The procedure described in this policy applies to complaints arising from and related to ESEA program administration, sub-grantee administration, equitable services and ESEA accountability classifications. [Detailed guidance](#) is available on the OSSE website.

For more information on filing a complaint or appealing an LEA decision regarding the provision of educational services to homeless students and parents under McKinney-Vento, please refer to the policies on OSSE's [Homeless Children and Youth Program](#) webpage under the Division of Elementary and Secondary Education.

For more information on filing a complaint regarding the provision of specialized education services to disabled students under IDEA, please refer to the policies under OSSE's [Division of Specialized Education](#) webpage. Please share this information with your program staff and participants.

### **Division of Post-Secondary & Career Education**

#### **Update: Dual Enrollment Funding Opportunity**

The OSSE Dual Enrollment Fund provides support for unmet tuition, fee and book costs for high school students enrolled in postsecondary classes at District universities. OSSE can provide support and funding to schools looking to create new dual enrollment partnerships. Is your school interested in increasing the number of students who participate in dual enrollment, please contact [Mike Andrews](#).

### **Division of Specialized Education**

#### **New: Policy Update! Special Education Transportation Policy**

OSSE has updated its Special Education Transportation Policy, that establishes a uniform system of standards and procedures for special education transportation services in the District of Columbia, and consistent with the Individuals with Disabilities Education Act (IDEA) requirement to provide a free appropriate public education (FAPE) to all students with disabilities

View here or download updated [Special Education Transportation Policy](#)

#### **Reminder: District of Columbia Inclusive Schools Week – Citywide Celebration**

Families, schools and organizations around the world celebrate Inclusive Schools Week annually in the first week in December. The week highlights and celebrates the progress that schools have made with inclusive practices. The week provides an important opportunity for educators, students, and parents to discuss what else needs to



### **Division of Specialized Education (Continued)**

be done in order to ensure that their schools continue to improve their ability to successfully educate all children.

OSSE and its planning partners have coordinated a week-long series of city-wide events and trainings in celebration of Inclusive Schools Week. Please join us in our efforts to raise awareness about the importance of inclusion and the great work our city is doing to ensure that inclusion is more than just a seat in a class!

Help spread the word and download great resources to help celebrate the event from the [National Inclusive Schools Network](#).

To learn more about inclusion and the District of Columbia's events, please visit [District of Columbia Inclusive Schools Week](#).

### **Reminder: Nonviolent Crisis Intervention Training**

The Nonviolent Crisis Intervention training program, developed by CPI, is embraced worldwide as a highly effective behavior management system for organizations committed to providing quality care and services in a respectful, safe environment.

The strategies taught in the Nonviolent Crisis Intervention training program provide stakeholders with a proven framework for decision-making and problem solving to prevent, de-escalate, and safely respond to disruptive or assaultive behavior.

OSSE DSE is pleased to offer its next CPI training session for LEA staff.

Thursday, December 5, 2013

Venue: 810 First Street, NE, 3rd Floor, Time: 8:30am – 3:30pm

### **Registration**

### **Reminder: Special Education Transportation Services Policy – LEA Focus Group and Trainings**

The Division of Specialized Education (DSE) and Division of Student Transportation (DOT) invite LEAs to participate in a focus group to preview OSSE's Special Education Transportation Services Policy and related tools for implementation. DSE will use LEA feedback to inform finalization of the material and future trainings.

View the [transportation policy](#), which became effective January 6, 2013

DSE and DOT will also be conducting three comprehensive training sessions to assist LEAs with implementation of the requirements of the Special Education Transportation Services Policy, including training on transportation eligibility worksheets and SEDS and TOTE data components.

These training sessions are open to all LEAs. All three sessions will be held at 810 1st Street, NE. Please register for one of the three sessions at the links provided below.

### **Monday, December 9, 2013**

810 1st Street, NE, 8th Floor

8:30am – 4:30 pm

### **Registration**





**Division of Specialized Education (Continued)**

**Thursday, December 12, 2013**

810 1<sup>st</sup> Street, NE, 8<sup>th</sup> Floor

8:30am – 4:30pm

[Registration](#)

**Wednesday, December 18, 2013**

810 1st Street, NE, 3rd Floor

8:30am – 4:30 pm

[Registration](#)

**Reminder: Standards-Based IEP Resource Guide**

DSE is pleased to announce the publication of the *Standards-Based IEP Resource Guide*, a new training and technical assistance publication. This resource guide contains information and nationally recognized best practices to assist educators in effectively addressing the needs of students with disabilities through their IEP.

Developed using a range of publicly available research-based guidance documents and tools, the *Standards-Based IEP Resource Guide* is designed to provide educators, school professionals, and other stakeholders with meaningful, evidence-based strategies to support the full range of diverse learners who exist in the classroom.

Access the [Standards-Based IEP Resource Guide](#).

**Reminder: Nonpublic School Toolkit**

DSE is pleased to announce the publication of the *Nonpublic School Toolkit*, a new training and technical assistance publication. The toolkit is a comprehensive guide which contains information to assist educators in effectively addressing the needs of students enrolled and enrolling in nonpublic schools or transitioning to a less restrictive environment from a nonpublic school. This guide was developed using Federal and District of Columbia policies, procedures, and regulations.

The information contained in this toolkit should serve as a primary reference for local education agencies and nonpublic schools to access information on the expected processes necessary to ensure that District of Columbia students enrolled at nonpublic schools receive safe, supportive, and high-quality special education services.

Access the [Nonpublic School Toolkit](#)

**Reminder: Special Education Data System (SEDS) – LEA Data Administrator II Course Module 5**

OSSE is pleased to announce the continuation of the 2013 LEA Data Administrator (LDA) II course. All LEAs are required to have at least one representative (two preferred) complete all five professional development modules for this course.

At this point, one person from each LEA should have completed modules 1, 2, and 3 of the LEA Data Administrator II course. The remaining two modules will be delivered via an online course. Upon completion of all 5 modules, attendees will receive a certificate of completion and awarded 11 Professional Learning Units (PLUs). Below are the dates and times of each course.

Please review and register for the remaining two modules by clicking on the course name links provided:



Name of Course	Date of Training	Time of Training
<a href="#">2013 LDA II Module 5</a>	Wednesday December 18 <sup>th</sup>	10:00 – 12:00

### Division of Wellness & Nutrition

#### **New: School Health Profiles (Healthy Schools Act and Centers for Disease Control) due February 15, 2014 from Every Public and Public Charter School**

In an effort to better understand the factors influencing student health, we request that you complete the Centers for Disease Control and Prevention School Health Profiles (CDC SHP) for schools with students in grades six through twelve and/or the Healthy Schools Act School Health Profiles (HSA SHP) for all public and public charter schools. Although they share similar titles, the Profiles surveys are not the same.

Download online forms located in [Quickbase](#).

Under Section 602 of the *Healthy Schools Act of 2010*, each public school and public charter school within the District of Columbia is required to complete and submit the HSA SHP to OSSE on or before **February 15<sup>th</sup>** of each year.

#### **School Health Profiles Informational Conference Calls:**

Information sessions will take place on the following dates:

- Option 1: **Thursday, January 16, 2014 at 10:00 a.m. EST**
- Option 2: **Wednesday, February 5, 2014 at 3:00 p.m. EST**

Dial-in number: (712) 775-7200

Access Code: **504477#**

**How to Complete:** Links to the form and access instructions were sent to all Principals on November 15, 2013. View the [full instructions and guidance for Profiles completion](#).

**Questions/Assistance:** If your school did not receive the email from Quickbase or someone other than the Principal needs access, please call either (202) 727-3467 or (202) 418-3939 or email [osse.hsahealthform@dc.gov](mailto:osse.hsahealthform@dc.gov).

#### **Reminder: HealthierUS School Challenge Awards Available**

Is your school interested in any of the following?

- Getting recognized nationally and earning monetary awards?
- Building school spirit and cooperation?
- Becoming leaders in efforts to end childhood obesity?

If you answered yes to any of these questions you should consider participating in The Healthier US School Challenge! The Healthier US School Challenge is a voluntary certification initiative that has recognized thousands of schools for their efforts in improving food and beverage offerings, teaching kids about nutritious food choices and being physically active, providing opportunities for physical activity, and having supportive school wellness



### **Division of Wellness & Nutrition (Continued)**

policies. Participation in the Healthier US School Challenge is voluntary and certifies schools that meet specific criteria at four award levels: Bronze, Silver, Gold, and Gold Award of Distinction.

For more information, the application, success stories, and other resources, visit the [Healthier US School Challenge](#) website.

For additional information, you may also contact your State Child Nutrition Agency HUSSC contact [Blair Tucker-Gruchala](#) on (202)741-6481.

### **Office of Data Management & Assessment**

#### **New: Data Collection Schedule**

OSSE is excited to share the Data Collection schedule for EDFacts and various reporting requirements. This schedule is to ensure that LEAs are aware of the types of data that will be collected and collection timelines. Please review the information and if you have questions, contact [Tonia Lovelace](#).

Collection Type	Data Collection Start Date	Data Collection Closes
Attendance	9/1/2014	9/30/2014
Career & Tech Ed	8/1/2014	9/15/2014
Discipline	9/1/2014	9/30/2014
Dropout Confirmation	9/1/2014	9/30/2014
Financial	4/1/2014	4/30/2014
Graduation	9/1/2014	9/10/2014
Graduation Cohort	2/1/2014	2/28/2014
Homeless/MKV	4/1/2014	4/30/2014
IDEA Non Participants	8/1/2014	8/30/2014
Neglected & Delinquent	12/12/2013	1/12/2014
School Improvement Grant	11/15/2013	12/15/2013
Staff	7/1/2013	8/31/2014
Staff	12/1/2013	1/15/2014
Staff	12/1/2013	3/31/2014
Staff	1/2/2014	3/31/2014
Staff	8/1/2014	Quarterly
Staff	1/2/2014	3/31/2014

#### **Reminder: LEA Data Meeting November 22, 2013**

OSSE will be holding its monthly LEA Data Meeting tomorrow Friday, November 22, 2013 from 10am-11am. The meeting will be held in the Grand Hall on the 3<sup>rd</sup> Floor of OSSE (810 First Street NE Washington, DC 20002).

For more information please contact [Tonia Lovelace](#).





**Office of Data Management & Assessment (Continued)**

**Reminder: DC CAS Reasons for Nonparticipation**

Earlier this month, LEAs received a list of students who did not participate in the administration of the 2012-2013 DC CAS via the secure FTP site. If your LEA has not already done so, please provide the reason the student did not participate in the DC CAS in the appropriate column and return the spreadsheet to the FTP site no later than November 22<sup>nd</sup>.

For more information please contact [Tonia Lovelace](#) or [Emily Persons](#).

**Reminder: Announcement! High School Access to National Student Clearinghouse Data**

All DC high schools have the ability to directly receive student-level college enrollment and completion information from the National Student Clearinghouse for students in the classes of 2006 to 2013.

For details about how to create an account to obtain this information, please contact [Emily Persons](#).

**Reminder: Highly Qualified Teachers reports available on QuickBase**

LEA reports of teachers' highly qualified status for core courses taught for SY2012-2013 are now available on the QuickBase application entitled "OSSE Data Collection Tool, Faculty and Staff Data". There is an appeals process which will last one week.

For more information, please contact [Doreen Christian](#) on (202) 727-8320.

**Reminder: Teacher Shortage Areas Data Collection Begins**

Collection for federal reporting of information related to teacher shortage areas is scheduled to begin **November 6, 2013** and will be due **December 2, 2013**. OSSE will be collecting data concerning FTE vacancies and positions filled by teachers who are not highly qualified during SY2013-2014.

For more information, please contact [Doreen Christian](#) on (202) 727-8320.

**Reminder: Students Born Outside of the US Data Collection Update**

Collection for federal reporting of information related to students who were born outside of the US began **November 1, 2013**. OSSE will be collecting student-level data focusing on student's native language and the date the student first enrolled in a US school for students enrolled during **SY2012-2013**.

For more information, please contact [Emily Persons](#).

**Reminder: 2014 DC CAS Blueprint**

Download the approved and finalized [Spring 2014 DC CAS Blueprint](#) for all tested grades and subjects. If you have any questions, please contact [Jessica Mellen Enos](#).

**Reminder: English Language Learner (ELL) Identification Guidance**

OSSE has provided resources for LEAs on the identification of ELL students.

Please access [ELL Identification resources](#) here.

Contact [Michelle Blakey-Tuggle](#) for further information.



### **Office of Data Management & Assessment (Continued)**

#### **Reminder: LEA Contact Information**

OSSE is reaching out to LEAs to update OSSE's LEA Contact List for the 2013–14 School Year. LEAs should provide the appropriate names, titles and contact information for the following contact types:

- Data Manager
- Finance/Grants Manager
- Special Education Data System Trainer
- Special Education Coordinator
- Head of School
- SEDS Team Leader
- SEDS Data Administrator
- Enrollment Auditor
- Homeless Liaison
- LEP Coordinator
- Assessment Specialist
- Information Technology Manager
- Teacher and Staff Data Coordinator

To facilitate this process, OSSE has created an [online form](#) for LEAs to use when submitting contact information. LEAs may input new information all at once, or revisit the form to add additional information at any point during this process.

For assistance with this process or the form, please contact [Tonia Lovelace](#)

### **Office of Grants Management and Compliance**

#### **Reminder: DC OSSE Consolidated List of Federal Grant Programs Impacted by Sequestration**

Please visit the OSSE website for information pertaining to [the 2013-2014 allocations for LEAs](#) in Washington, DC. For any questions or concerns, please contact [Cedric Thompson](#).

[Additional guidance](#) on sequestration is provided by Brustein & Manasevit, PLLC.



**OSSE Chief Information Office (CIO)**

**Update: FY 14 Schools Technology Fund**

OSSE School Technology Fund (STF) notifications went out in September based on the 2012 Audit Enrollment Numbers. Purchase orders have been issued to LEAs. It's time to submit invoices for full amount of the purchase orders so funds can be transferred to LEAs. Instructions for payment were included in the original notification.

If you need OSSE to re-send the notification or provide a copy of the purchase order to you or to someone in your organization please contact [Matthew Brownlee](#) by email.

OSSE asks that a list of all hardware and software purchased with the School Technology Fund (STF) be kept for the records.

A survey will be conducted to collect LEA information to support the continuation of the fund next year.